

# Community Profile Mapping Partnership

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Letter of Agreement (LOA) between Regional Partner ("Region") and Department of Commerce, Community and Economic Development (Commerce)

## Background

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"Region" and Commerce enter into this Letter of Agreement (LOA) in anticipation of a Community Profile Mapping Partnership to produce community profile maps for \_\_\_\_ villages located in the \_\_\_\_ region. The communities to be included in this project have various needs for infrastructure development, economic development, and other community development. State, Federal and local initiatives are underway to improve conditions that will result in healthier communities and the infrastructure needed to support economic start-ups. Accurate information about the land and the uses that occur on the land is needed to carry out the planning and design work. Rural villages are not of the size or level of development that support the institutions and professionals that in urban Alaska provide good mapping and readily available land information. It is through this partnership that "Region" and Commerce will coordinate resources for the preparation of community profile maps for the \_\_\_\_ communities located in the \_\_\_\_ region. The mapping will be aerial photo- and computer-based so that the completed map products can be shared by those who will be involved in the planning, design, construction, and the eventual management of land and facilities.

This LOA is being done in advance of a grant agreement between Commerce and "Region" because certain coordination is necessary prior to the grant agreement; and "Region" and Commerce want to clarify their respective responsibilities on the mapping partnership. The mapping partnership is being done primarily to assist "Region" and other agencies in the region to carry out programs and services, and to encourage wise community and economic development for the area villages, residents, and landowners. Commerce currently has program funding that can be made available to regional groups like "Region." This funding is made available by grant agreement when the regional group has secured its portion of the local contribution. "Region" will use the local contribution funds and the Commerce grant funds to contract for the mapping. Commerce will not be responsible for any payments associated with the mapping contract. The amount of the Commerce grant will depend upon the funding available at the time of the grant agreement. "Region" and Commerce anticipate the mapping contractor will be located in Anchorage. Commerce has staff in Anchorage that has experience preparing and administering contracts for community mapping and as such is prepared to assist "Region" in its contract with a mapping firm. At the completion of the project "Region" and Commerce will receive digital and hard copies of the mapping to carry out community planning and development activities. Commerce will add the mapping to its map library and make it available to the public.

## Agreement

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### **Commerce and "Region" agree:**

- 1) To work closely together in all aspects of the project, as working together will help get the best product.
- 2) To strive to make all major decisions by consensus.
- 3) Commerce will receive a copy of the final products and can use the final products for public purposes without restriction.

- 4) The final mapping products will include the logos for [insert partner names] and the following credit: "Prepared by "Region" in cooperation with the Alaska Department of Commerce, Community and Economic Development, Division of Community Advocacy, using funds provided by the [identify the funding sources].

**In cooperation with "Region," Commerce will:**

- 1) Notify agencies and others doing business in the [insert name of region] about the project and seek their input.
- 2) Contact AeroMap and others to determine the availability of existing aerial maps.
- 3) Prepare a Request for Proposals (RFP).
- 4) Prepare a notice advertising the RFP.
- 5) Host and participate in the contractor selection meeting at the Commerce office in Anchorage.
- 6) Prepare the mapping contract.
- 7) Stay in close contact with the contractor, including review and approve the products.
- 8) Assess the contractor's performance and authorize "Region" contractor payments.
- 9) Provide verbal status reports to "Region," as necessary.

**In cooperation with Commerce, "Region" will:**

- 1) Issue the Request for Proposals (RFP).
- 2) Public notice the RFP.
- 3) Participate in the contractor selection and contract planning meeting (to be outlined in the RFP) at the Commerce office in Anchorage.
- 4) Meet with Commerce in Anchorage, as necessary, to finalize the RFP, select the contractor, sign the contract, and review products.
- 5) Grant final approval to the mapping contractor selection.
- 6) Using [insert funding sources] funds and upon authorization from Commerce, pay project costs, as provided for in the mapping contract.
- 7) Review and comment on the draft and final maps, as necessary.
- 8) Keep Commerce informed of any activities or information related to the project.

This agreement can be modified by a mutually acceptable amendment.

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[Name, title of person authorized to sign on behalf of "Region"]

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Michael Black, Director  
Commerce, Division of Community Advocacy

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[Name, title of staff contact for "Region"]  
[Insert contact information]

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## Attachment A

## Anticipated Schedule

May - September	Carry out information meetings and communication with villages about the project.
May - September	Establish a lead group that will work with Commerce on a mapping partnership. Enter into a Letter of Agreement.
May - December	Identify possible funding sources to meet the IAID match.
December	Identify for Commerce the preliminary budget for meeting the IAID match.
December - February	Begin work with Commerce on identifying a scope of work and map coverage for each community.
December - February	With Commerce, coordinate meetings with agencies to confirm the mapping layouts and type of products needed. Obtain agency funding that may have been pledged.
February - March	Enter into a grant agreement with Commerce for the IAID funding.
February - March	Complete the project scope of work and publish notice of the request for proposals.
April	Participate in the contractor selection meeting at the Commerce office.
May	Finalize the mapping contract.
May - September	Aerial photography is taken.
October - December	Contractor prepares village maps.
January - May	Communities review maps.
July	Contractor delivers final map products.